



***State of Washington  
Department of Transportation  
Notice to Consultants  
Construction Contract Administration Services***

Washington State Department of Transportation (WSDOT) solicits Statements of Qualifications (SOQ) from consultants interested in providing Construction Contract Administration Services for the SR 121, Maytown Interchange to 93<sup>rd</sup> Interchange project in Thurston County. The approximate dollar value of the consultant agreement will be \$280,000. WSDOT will award one (1) Agreements, which will be four (4) months to six (6) months in duration.

**Project Description**

The consultant will ~~prove~~provide qualified personnel to perform Construction Management, Inspection, Material Testing, Surveying, Documentation, Change Order Preparation, and Progress Estimate Preparation to assist in the delivery of the SR 121, Maytown Interchange to 93<sup>rd</sup> Interchange project by ensuring that the project is constructed in conformance with the project plans, specifications, special provisions, and WSDOT policies and procedures. The project will resurface the entire seven-mile length of SR 121. The project is currently being designed and the construction cost is estimated to be \$1,400,000. The construction project is scheduled to advertise in April 2004.

**Evaluation Criteria**

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for each of these projects. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Firms on Team;
2. Qualifications of Proposed Project Manager(s);
3. Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
4. Firm's Project Management System (Prime Consultant Only);
5. Project Delivery Approach; and
6. References/Past Performances (Prime Consultant Only.)

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested. All scoring criteria will be rated on a scale of 0 (Low) to 20 (High.)

**Submittals**

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty-five (25) sheets submitted only



on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications "Packet A" must consist of:

- Your responses to scoring Criteria 1 through 5, only.

Your Statement of Qualifications "Packet B" must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 6; and
- Your Submittal Information forms for the prime consultant and all proposed sub-consultants.

The page limitation does not apply to the front and back covers of "Packet A" and all of "Packet B."

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications and your firm clearly identified on the cover of the submittal Packets "A" and "B", and the letter of transmittal;
- Statement of Qualifications broken into "Packet A" and "Packet B" as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your "Packet A" and one (1) copy of "Packet B", whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Wednesday, March 10, 2004:

Mr. Michael B. Rice  
Director, Consultant Services  
Washington State Department of Transportation  
Capital View II Building, 2<sup>nd</sup> Floor  
724 Quince Street SE  
Olympia, WA 98504-7323

Any questions regarding the submittal process should be directed to the Consultant Services Office at 360-705-7104.



The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means as outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan." The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Monday, February 23, 2004, and Monday, March 1, 2004.

Submittal Due Date: Wednesday, March 10, 2004.